

# TOWN OF FREDERICK WATER SERVICE AGREEMENT

Service Address: \_\_\_\_\_ Start Date: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Name: \_\_\_\_\_ Telephone # : \_\_\_\_\_

Employer: \_\_\_\_\_ Employer phone #: \_\_\_\_\_

Employer address: \_\_\_\_\_

Drivers License No. \_\_\_\_\_ State \_\_\_\_\_ Date Expires: \_\_\_\_\_

Owner \_\_\_\_\_ Renter \_\_\_\_\_

*If renting please complete:*

Owner name: \_\_\_\_\_

Owner address: \_\_\_\_\_

Owner phone #: \_\_\_\_\_

Water Service Deposit of \$40.00 required, \$30.00 will be credited to your account after 12 On-time payments. (Per Ordinance and Regulation of the Town of Frederick)

\_\_\_\_\_  
Town Representative

\_\_\_\_\_  
Applicant's Signature

**When do you begin paying for water?**

Water charges begin as soon as you take possession of the property. The individual requesting service is liable for all water used through that service until we receive notification to discontinue service (from a Title Company or if renting from the owner). Charges that become delinquent may result in a lien upon the property, as well as filing fees.

**How often will you get billed?**

Your water bill is based on monthly meter readings that generally. All bills shall be paid on or before the 20<sup>th</sup> day of the month. Failure to pay for water and water service charges within thirty (30) days of the billing date thereof shall result in the assessment of a penalty in the form of interest at the rate of one and one-half percent (1 ½%) per month, until paid in full.

Upon receipt of a delinquent notice bill, the past due amount must be paid in seven days to avoid additional fees and water service disconnection. The Town is not responsible for non-receipt or non-delivery of bills.

Checks returned by the bank will also be treated as nonpayment. A returned check charge of \$25, plus other applicable charges, will be added to your account. Accounts with one or more returned checks may be required to make future payments by cash, money order or cashiers check only.

**Where can I make payments?**

Payments by check can be made via U.S. mail or by cash or check at Town Hall during normal business hours. Payments can be dropped in our Payment Drop Box located at 401 Locust Street. Payments will be taken from the drop box at 8:00 a.m., Monday through Friday. Payments received after 8:00 a.m., on a holiday or weekend, will be posted the following business day.

**Reconnect, late penalty and disconnect policy**

If the outstanding amount shown on the water bill isn't paid by the "Due Date", the customer will be scheduled for water service shut-off and notified of the scheduled turn-off. If charges remain unpaid as of the disconnect date on the delinquent billing notice, service will be disconnected. In order for service to be turned back on, all outstanding amounts, a reconnect fee, will be required. If the outstanding amount is paid before 4:00 p.m., water will be turned back on that same day. If the outstanding amount is paid after 4:00 p.m. water will be turned on the next business day. Persons with certain disabling medical conditions may be exempt from these disconnect policies. Contact the water billing office at 303-833-2388 for more information.